

INDOOR SAFETY POLICY

Reason this policy is important:

Children's curious nature and their inability to determine potential risks, requires that their environment to be safe. Coupled with good supervision, this allows children to explore more freely and test their abilities. A safe environment reduces the risk of injury to children and staff.

Procedure and Practices, including responsible person(s):

- Each morning the first staff person on duty in each room is responsible for completing a Daily Safety Check.
- _____ will be notified of any hazards that the staff person is unable to resolve.
- _____ will immediately address the hazards and act upon a resolution based on the importance of the issue so that the correction can be made as quickly as possible. He/she will ensure that the hazards are removed, made inaccessible or repaired immediately to prevent injury.
- Staff will assist children with clean up of all activities before moving on to another to prevent injury.
- _____ (staff title/name) will approve all new toy purchases to ensure that they are developmentally appropriate and safe. Children under 4 years of age will not have access to objects with small removable parts, or a diameter of less than 1 ¼" and a length of less than 2 ¼" (or are small enough to go completely into a child's mouth). Children will not have access to latex balloons, projectile toys, plastic bags and Styrofoam objects.
- Equipment, materials and furnishings will be sturdy, safe and in good repair and will meet the Consumer Product Safety Commission (CPSC) guidelines. _____ (staff title/name) will check for product recalls from CPSC _____ (frequency) to determine if any toys/equipment have been recalled (www.cpsc.gov).
- All broken, damaged toys will be removed to prevent injury.
- All toys that are mouthed during play will be thoroughly washed and disinfected before another child plays with the toy.
- Art materials will be non-toxic for general use. Other materials may only be used under close supervision and stored in an area inaccessible to children.
- To prevent falls, operable windows will be restricted to an opening of 3 ½" or less in areas where children under 5 years are present.
- Electric fans, if used, will be inaccessible to children.
- Children will be protected from heating sources that have a hot surface temperature. Fireplaces and other heating units will be properly ventilated and annually inspected for safety. Portable electric space heaters, if used, will be stable and inaccessible to children.
- The hot water heater temperature will not exceed 120° F to prevent scalding unless a scald prevention device is installed to regulate the temperature at the hand washing sink(s).
- Electrical outlets will be inaccessible by use of safety covers. Electric cords will be placed out of children's reach.
- Water play will be supervised and emptied after use.
- Exits will not be blocked in order to allow quick emergency evacuation. well-stocked first aid kit will be located _____ for emergency use.
- All injuries will be documented on a Student Injury Report form and Minor Injuries Report form and handled according to the Injury Policy.

When the policy applies:

Daily checks will be conducted for regular safety.

Communication plan for staff and parents:

- _____ will cover policies, plans, and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by _____ with the

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parents. Parents will sign that they have read, understand, and agree to abide by the content of the policies.

- A copy of all policies will be available during all hours of operation to staff and parents in the policy handbook located _____.
- Parents may receive a copy of the policy at anytime upon request. A summary of this policy will be included in the parent handbook.
- Parents and staff will receive written notification of any updates.

References:

- Consumer Product Safety Commission: www.cpsc.gov
- *Caring for Our Children* – <http://nrckids.org>
- *Model Child Care Health Policies* – <http://www.ecels-healthychildcarepa.org>

Reviewed by: _____ Director/Owner
_____ Health Professional (physician, nurse)
_____ Staff member
_____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective ____/____/____ and will be reviewed annually by ____/____/____ or sooner if needed. Parents and staff will be notified of any upcoming policy review.

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